

~~CONFIDENTIAL~~

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28 January 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Eligible Retirement Procedure, Office of Training

Per my conversation with [ ] 26 January 1960,  
the following procedure with respect to subject is now in effect:

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1. Each individual affected by [ ] who  
has not been asked to remain, will receive a memorandum outlining  
the program and suggesting that he arrange an interview with  
[ ] at an early date.

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2. The interview will establish a tentative acceptable retire-  
ment date or it will surface a personal problem which will eventually  
be presented to the Board for consideration. If a tentative date is  
set, it will be discussed with the Office of Training before finali-  
zation. An acceptable date at this stage would not be beyond eighteen  
months.

3. Individuals who feel that they cannot retire within eighteen  
months of eligibility or a shorter period if that should be determined  
as proper, will be assisted by [ ] in the presentation of their  
case to the Board. The Office of Training asks that copies of any  
correspondence to the Board be forwarded to the Director of Training.

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[ ]  
Executive Secretary  
Agency Retirement Board

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